



Creating Academic-Focused Team Meetings

Presented by: James Lupini, Staff Development Specialist

Designed for grade-level teams or departments to learn how to establish roles, set agendas and use protocols to make the transition from the traditional operational meetings to those having an academic focus.

Participants will learn to:

- Establish effective roles within teams.
- Create academic-focused agendas.
- Develop protocols to use in meetings.
- Use different sources of data to guide instructional practice.

DATE: Thursday, August 28, 2008

TIME: 9:00 am—1:00 pm

(Registration begins one-half hour before workshop begins.)

LOCATION: LoGuidice Center Large Group Room

PARTICIPANT LIMIT: 25

WORKSHOP CREDIT HOURS: 4.0 hours

TARGET AUDIENCE: Building Administrators, Team Leaders, and Department Chairs

Cost is \$75 for Coser 565 Participants.

BOCES Administrators please include budget codes.

Districts not within the E2CCB region must complete a cross-contract.

MUST register no later than August 22nd —Please don't delay!!

School District/Building: _____

Participant Name	Position	E-Mail Contact

Administrator Signature: _____

Date: _____

Please fax all registrations to the School Improvement Office at 716-672-3103



Erie 2-Chautauqua-Cattaraugus BOCES